



Community Development Department

HISTORIC PRESERVATION COMMISSION MEETING AGENDA October 21, 2020

Tom Baker Meeting Room

3:30 p.m.

City-County Office Building

SPECIAL NOTICE ON PUBLIC ACCESS

Watch live meeting coverage on Government Access Channels 2 & 602HD, listen to Radio Access 102.5 FM Radio, or stream FreeTV.org and RadioAccess.org. Agenda items can be found at www.bismarcknd.gov/agendacenter.

Due to ongoing public health concerns related to COVID-19, the City of Bismarck is encouraging citizens to provide their comments via email to whutchings@bismarcknd.gov. The comments will be sent to the Historic Preservation Commission prior to the meeting and included in the minutes of the meeting. To ensure your comments are received and distributed prior to the meeting, please submit them by 12 noon on the day of the meeting and reference the agenda item your comment addresses.

If you would like to appear via video or audio link for the public input / comment section of the agenda, please provide your e-mail address and contact information to

whutchings@bismarcknd.gov at least one business day before the meeting.

The physical meeting room will be open to the public, but we certainly understand the public wishing to limit their exposure at this time, while still participating in government. Before entering the City-County Office Building, all individuals should self-screen for COVID-19 symptoms or potential exposure and, if unable to pass the screening protocol, will be expected to participate remotely in the meeting for the public's safety.

Some of the Historic Preservation Commissioners will be attending this meeting in person, but it is anticipated that most will participate remotely. The number of meeting participants attending in person in the Tom Baker Meeting Room, including the Historic Preservation Commissioners, will be limited to maintain social distancing.

Item No.

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MINUTES

1. Consider approval of the minutes of the September 16, 2020 regular meeting of the Historic Preservation Commission.
2. Consider approval of the minutes of the October 5, 2020 special meeting of the Historic Preservation Commission.



PUBLIC COMMENT

3. Public Comment (The public comment period is available for residents and other interested parties to address items on the agenda or any general public input for consideration by the Historic Preservation Commission).

AGENDA

4. **Update on the Formation of a Historic Preservation Plan Sub-Committee.....3**
5. **Discussion and Identification of Potential 2021 HPF Grant Fund Activities.....6**

OTHER BUSINESS

6. Other Business

ADJOURNMENT

7. **Adjourn.** The next regular meeting date is scheduled for **November 18, 2020.**

Enclosures: Meeting Minutes of September 16, 2020
Meeting Minutes of October 5, 2020



Community Development Department

MEMORANDUM

Update on the Formation of a Historic Preservation Plan Sub-Committee

TO: Chair Sakariassen and Historic Preservation Commission

FROM: Will Hutchings, Planner

DATE: October 9, 2020

At your October 5, 2020 special meeting, you met and further discussed the formation of a sub-committee to complete a section of a Historic Preservation Plan. This section of the plan would identify and define historical eras and themes which would be presented in an info-graphic format and organized as a timeline. The following outlines various aspects that have been established to assist the subcommittee.

Subcommittee Objectives:

1. Identify a broad yet cohesive list of historic eras for the City of Bismarck.
2. Identify a broad yet cohesive list of historic themes for the City of Bismarck.
3. Identify, describe, and document significant items of historic importance relevant to identified eras and themes.
4. Identify a stylistic preference for organizing all significant historic information into an infographic.
5. Document all findings within a chapter of the draft Historic Preservation Plan in an easy to interpret infographic.

Objectives 1 and 2 above have been preliminarily identified by the Historic Preservation Commission. The following themes and eras will be provided to the subcommittee to serve as a baseline for further development. It is anticipated that some level of refinement may be necessary as the subcommittee identifies pertinent historic content.

Themes

- Geography, Landscape and Nature
- People
- Transportation and Infrastructure
- Government
- Business and Economy
- Civics and Culture
- Architecture



Eras

- Native Landscape (10,000 BC to 1738)
- Pre-Founding or Before Bismarck (1738 to 1872)
- Bismarck's Early Years (1872 to 1898)
- Growing Capital City (1898 to 1930)
- Tumultuous Years (1930 to 1945)
- Post World War II and Mid-Century Growth (1945 to 1965)
- A Maturing City (1965 to 1999)
- Bismarck Today (1999 to Present)

Sub-Committee Members Roles

- Contributor/Identifier/Researcher/Writer(s): Establish key historically significant people, places, events, etc.; provide content, photographs, images, maps, illustrations; and composes narratives and captions or provide pertinent quotes.
- Bibliographer(s)/Archivist: Compiles, maintains and properly cites all material sources as well maintain and adequately store all new identified historic material in a manner appropriate for historic archiving.
- Layout/Formatting: Formats document and provides graphic design.
- Editor/Quality Control: Corrects spelling/grammar and confirm accuracy of final content.

It will be important for the subcommittee to have a clear understanding of the process and timeline for the development of this section of the Historic Preservation Plan. Staff proposes the following:

Process

Sub-committee members will be asked to commit to one-hour meetings each month. The first meeting will be a kick-off meeting to review the process, themes, eras and subcommittee member roles. Each subsequent meeting will be focused on two consecutive eras and defining the elements that should be included within each era. In-between each meeting, subcommittee members will be asked to conduct work pertinent to their identified roles.

Proposed Timeline

November 2020 HPC Meeting	Appointment of Subcommittee Members
December 2020 Subcommittee	Kick off meeting
January 2021 Subcommittee	Native Landscape Pre-Founding or Before Bismarck
February 2021 Subcommittee	Bismarck's Early Years Growing Capital City
March 2021 Subcommittee	Tumultuous Years Post World War II and Mid-Century Growth
April 2021 Subcommittee	A Maturing City Bismarck Today
May 2021 Subcommittee	Final Subcommittee Review

At the time of writing this memo, staff have been informed of Commissioner Dinkins and Commissioner Jacksons interest in serving on this subcommittee. In addition, three members of the public have been preliminary identified, but commitments are still pending. Staff is requesting that the Historic Preservation Commission members inform staff of any individuals they believe may be interested in serving on this subcommittee no later than October 31, 2020.

Staff Recommended Action:

Review this memorandum and provide any guidance for additional refinement related to the formation of a historic preservation plan subcommittee.



Community Development Department

MEMORANDUM

Discussion and Identification of Potential 2021 HPF Grant Fund Projects

TO: Chair Sakariassen and Historic Preservation Commission

FROM: Will Hutchings, Planner

DATE: October 9, 2020

It is anticipated that the State Historic Preservation Office will be seeking grant applications for Historic Preservation Fund (HPF) grant projects. The available funding for this grant has not been set at this time but is expected to be similar to 2020. The grant application window will open in December with application due in mid-February.

The funding can be used for a wide range of Certified Local Government supportive activities, including administrative, national register, survey, historic education/promotion and planning projects.

If the Historic Preservation Commission is interested in pursuing any projects for this grant, please note that this grant is a 60/40 match and no local matching funds have been identified. In-kind work can be counted as a local match.

In 2020, the City of Bismarck was awarded \$40,800 for the purpose of conducting an architectural historic survey of the Highland Acres neighborhood and staff training activities. Originally, the City submitted a grant application to cover the costs of the historical survey of Highland Acres under a different grant funding program. That grant application was not awarded, but the proposed activity was transferred to this Historic Preservation Fund application at the recommendation of the State Historic Preservation Office, and the Highland Acres project was awarded funding under this funding source. One of the non-awarded projects requested in the 2020 HPF application was a Multiple Property Submission and National Register of Historic Places Individual Nomination for four properties designed by Purcell, Fieck and Elmslie.

The Historic Preservation Commission has identified several goals and objectives that are listed in the draft Historic Preservation Plan. An excerpt of this section of the draft plan is attached. Many of the objectives included in the draft plan could be supported using HPF grant funds including the planning related work for the 2022 sesquicentennial celebration for the City of Bismarck.



Staff Recommended Action:

Review the attached document and provide staff direction on potential 2021 HPF grant projects.

Attachment: Excerpt from City of Bismarck – DRAFT Historic Preservation Plan

Goals and Objectives

1) **Cooperate, collaborate and form partnerships with entities that share common interests, including but not limited to:**

- State Historic Preservation Office
- Bismarck Historical Society
- Bismarck public and private schools (*North Dakota Studies curriculum*)
- State, county and local governments
- Bismarck and area public and private colleges and universities
- Northern Plains National Heritage Area
- Cultural resource management firms
- Cultural heritage tourism
- Preservation North Dakota
- North Dakota Archaeological Association
- National Trust for Historic Preservation
- Bismarck-Mandan Convention and Visitors Bureau

2) **Promote the knowledge and understanding of the City's heritage, its historic properties and the past endeavors of its residents.**

- Create brochures and digital media of historic districts and buildings
- Develop historic walking maps/tours
- Create interpretive signage
- Develop material and programs that help bolster tourism by promotion of Bismarck's history
- Encourage plaques for buildings and sites on the National Register of Historic Places
- Provide historic district markers/street signs/wayfinding
- Create interactive GIS story maps
- Institute or Develop Oral History Program
- Maintain a website for the Historic Preservation Commission

3) **Educate the public about historic preservation and any programs and tools available to achieve this goal.**

- Develop and provide educational resources, lectures, and curricula to area schools
- Develop, provide and maintain design guidelines for historic properties
- Provide information outlining procedures, requirements, and timelines for nominations to the National Register of Historic Places
- Provide handouts on historically appropriate renovations, alterations, tax credits and maintenance
- Partner with local contractors and workforce training centers to encourage integration of historic renovation training
- Encourage schools to integrate more Bismarck specific history in the North Dakota Studies historic curriculum

4) Celebrate the heritage of Bismarck.

- Institute annual preservation awards
- Participate in Bismarck Historical Society's Founder's Day
- Support activities leading up to and during the Bismarck Sesquicentennial (150 year) Celebration (May 5, 2022)
- Celebrate Preservation Month

5) Prepare and maintain a comprehensive inventory of historically significant and potentially eligible properties within the City.

- Adapt a system for the identification, evaluation and potential historic nominations
- Maintain a list of existing site surveys
- Maintain a list of and assist in development of site surveys
- Maintain and conduct periodic updates to a map of all site and districts listed on the National Register of Historic Places
- Maintain and conduct periodic updates to a map showing all structures over 50 years of age
- Assist in and make recommendation for nominations to the National Register of Historic Places
- Conduct updates to past National Register nominations as needed

6) Advocate for Historic Preservation to other public entities

- Provide recommendations/feedback to City Commission about new or updated preservation ordinances
- Provide recommendations/feedback to the City Commission on new local, state and federal policy and statute changes
- Assist and provide feedback on City of Bismarck plans, studies, guidelines and ordinance changes
- Monitor for development patterns that may impact historic and cultural resources within and adjacent to the City

7) Develop and maintain the capacity and excellence of the Historic Preservation Commission

- Periodically review and make updates to this plan
- Participate in ongoing training opportunities
 - National Alliance of Preservation Commission (*Membership fee is \$150 annually*)
 - Detail process for site surveys, and nominations to the National Register of Historic Places process
 - Section 106 review process
 - Parliamentary procedures
- Participate in preservation conferences
 - Representation at the annual North Dakota Certified Local Government conference and be a regular conference host
 - Representation at annual National Trust for Historic Preservation Conference
- Identify and utilize funding resources to support historic preservation and to implement goals and objectives identified in this plan
- Provide memorandums to other City departments outlining ways the Historic Preservation commission can/should be utilized

**BISMARCK HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
September 16, 2020**

The Bismarck Historic Preservation Commission met on September 16, 2020, at 3:30 p.m. in the Tom Baker Meeting Room in the City-County Office Building, 221 North 5th Street. Due to ongoing public health concerns related to COVID-19, the meeting was held via Zoom. Chair Sakariassen presided remotely.

Commissioners present were Steve Bakken, Blake Dinkins, Tory Jackson, Beth Nodland, Walt Bailey and Amy Sakariassen.

Commissioner Grinnell was absent.

Staff members present were Ben Ehreth – Community Development Director, Kim Lee – Planning Manager, Jannelle Combs – City Attorney, Will Hutchings – Planner and Hilary Balzum – Community Development Senior Administrative Assistant.

MINUTES

Chair Sakariassen called for consideration of the minutes of the August 19, 2020 meeting of the Historic Preservation Commission.

MOTION: A motion was made by Commissioner Bakken to approve the minutes of the August 19, 2020 meeting of the Historic Preservation Commission, as presented. The motion was seconded by Commissioner Dinkins and with Commissioners Bakken, Dinkins, Jackson, Nodland and Sakariassen voting in favor of the motion, the motion was approved.

PUBLIC COMMENT

There were no public comments to be received at this time.

Commissioner Bailey joined the meeting at this time.

REVIEW AND COMMENT ON PRELIMINARY FINDINGS FOR HIGHLAND ACRES SURVEY

Mr. Hutchings shared that Metcalf Archaeological Consultants, Inc. has completed the required initial survey of 15 properties within Highland Acres and drafted preliminary findings for the Highland Acres Survey. He said the initial survey forms were provided to the State Historic Preservation Office for review and returned to Metcalf with minimal change request comments. Mr. Hutchings added that staff from the City of Bismarck's Community Development and Engineering Departments have reviewed the draft preliminary findings and provided change request comments to Metcalf. He said the version included in the agenda packet incorporates those changes and has been provided

for review by the Historic Preservation Commission. Mr. Hutchings closed by saying pending the Historic Preservation Commission's review, the preliminary findings will be provided with changes (if necessary) to the State Historic Preservation Office for final review.

Emily Sakariassen, Metcalf Archaeological Consultants, Inc. said she hopes everyone finds the preliminary findings to be interesting and although only 15 sample surveys were completed, this gives a preliminary impression of context to contribute to this district and its significance. She said most, but not all, are residential properties with a school and a park included as well. She said she is excited to learn more as the process moves forward. Ms. Sakariassen then said the results and recommendations are only of those original 15 sample surveys and some of their expectations have already been confirmed. She closed by saying at a minimum the findings should be considered when it comes time for the formal nomination.

Commissioner Nodland said she appreciates the work that has been put in already, but feels there could be one consequence of the interior streets described as having an element of quietness because there is not a direct route through the neighborhood. She said since West Coulee Road opened to serve as a route to the area of Bismarck State College there has been increased traffic, adding that traffic counts might want to be checked to validate that finding.

Ms. Sakariassen said she appreciates that input and she will address it so as to not misrepresent that consequence.

Chair Sakariassen added that City traffic figures based on street types could be included to support that information.

Commissioner Nodland said there is a difference from before to now and the language used represents the area as being quaintly cut off, so softening the wording some could be considered.

DISCUSSION ON DRAFT HISTORIC PRESERVATION PLAN ELEMENTS

Mr. Hutchings said staff has been working on including eras and themes into the draft Historic Preservation Plan and provided information from a similar plan from Plano, TX as a possible example. He said they have identified eras and parameters and represented each era across a two-page horizontal spread so as to show timeline highlights. He said Commissioner Dinkins compiled six potential themes for the plan elements of this Historic Preservation Commission including geography, landscape and nature, people, transportation and infrastructure, government, business and economy, and civic and cultural institutions.

Chair Sakariassen said she likes having a timeline as it gives the plan a more contemporary appeal.

Commissioner Dinkins said there would be four parts to the document and said this would just be a good way to start organizing it for presentation to the general public. He said this is a good framework to be modified to fit Bismarck.

Chair Sakariassen said the context on the State level is quite loaded, so this could be a refreshing provision.

Commissioner Bailey said the State has many, many categories to their plan, but just to have something with some added flexibility seems ideal.

Commissioner Nodland said she likes the infographics provided and suggested adding events to the Civic and Cultural Institutions, rather than adding a whole additional theme.

Commissioner Dinkins said anything is up for discussion and agreed this is a nice starting framework.

Chair Sakariassen said this changes the focus and puts it on the people.

Commissioner Dinkins said that is correct and added that they could expand and break out the themes ever further, or they could decide to leave it as it is.

Commissioner Bailey said he is really impressed with how much information was shown on the example, adding it gives a different outlook and it was also fun to read. He said there is plenty of room to present great information.

Chair Sakariassen said this option is more visual with more opportunity within the model to be more whimsy and engaging.

Commissioner Jackson said he would also like to see a theme or the incorporation of Native American contributions and feels this kind of product is definitely worth exploring further.

Chair Sakariassen said it is very appealing.

Commissioner Dinkins said there is the potential to create working groups to finish getting the plan elements formatted and said he comfortable with this kind of format.

Mr. Hutchings said a subcommittee meeting would need to be noticed for the general public, but it is an option.

Chair Sakariassen said they need this document to happen and said it would not be inappropriate to establish a working committee or they could all work on it at a special meeting.

Commissioner Dinkins said special meetings could be held for this or a working group can be created.

Commissioner Bailey said a special meeting might be a good opportunity and a good time to involve some community members also.
Mr. Hutchings said he would send a request for input on a good time to hold a special meeting to further format the plan elements.

OTHER BUSINESS

There was no other business to discuss at this time.

ADJOURNMENT

There being no further business, Chair Sakariassen declared the meeting of the Bismarck Historic Preservation Commission adjourned at 4:20 p.m. to meet again on October 21, 2020.

Respectfully Submitted,

Hilary Balzum
Recording Secretary

APPROVED:

Amy Sakariassen, Chair

**BISMARCK HISTORIC PRESERVATION COMMISSION
SPECIAL MEETING MINUTES
October 5, 2020**

The Bismarck Historic Preservation Commission met for a special meeting on October 5, 2020, at 2:00 p.m. in the David J. Blackstead Conference Room in the City-County Office Building, 221 North 5th Street. Due to ongoing public health concerns related to COVID-19, the meeting was held via Zoom. Chair Sakariassen presided remotely.

Commissioners present were Blake Dinkins, Tory Jackson, Beth Nodland, Walt Bailey and Amy Sakariassen.

Commissioners Steve Bakken and Calvin Grinnell were absent.

Staff members present were Ben Ehreth – Community Development Director, Kim Lee – Planning Manager, Jannelle Combs – City Attorney, Will Hutchings – Planner and Hilary Balzum – Community Development Senior Administrative Assistant.

DISCUSS ELEMENTS FOR INCLUSION IN THE DRAFT HISTORIC PRESERVATION PLAN AND IDENTIFY SUBCOMMITTEE/TASK FORCE MEMBERS TO ASSIST WITH PLAN DEVELOPMENT

Mr. Hutchings said the goal of forming a working group will be for reviewing objectives and proposed member roles, themes and eras. He said any new suggestions can also be provided to him via e-mail. Mr. Hutchings said there are options such as creating a special task force, a subcommittee of members of the Historic Preservation Commission or a hybrid of the two. He said the task force would be independent of the Historic Preservation Commission and said meeting notification requirements would vary.

Ms. Combs said the open meeting requirements would also apply.

Chair Sakariassen said she is inclined to think a hybrid option would be best.

Commissioner Dinkins said a task force and a subcommittee would be one in the same, but the hybrid option makes more sense. He said he does not have a strong preference but it is obvious the Historic Preservation Commission needs to have some capability to help steer and direct or collaborate with the group selected.

Commissioner Bailey said he scanned the material provided and it is very comprehensive. He said he is not sure if there is a need for structure to help and said what is important is the sharing of ideas with people that could review them and deem their adequacy or completeness. He asked if things could be combined by a professional or quasi-professional who could make their feelings on what is proposed.

Chair Sakariassen said she wonders if someone with very strong organizational skills could get involved early on also.

Commissioner Bailey said he agrees with that direction.

Mr. Hutchings asked if everyone is comfortable with a hybrid of both Historic Preservation Commission members and community individuals.

Commissioner Bailey said he sees a great start on the project that would involve research and shuffling historical facts into categories for the sake of continuity. He then asked what the intended use of the document would be and said it does not seem much more needs to be done to finish what has been started.

Mr. Hutchings said filling in some more details is needed yet and the purpose is for the plan to serve as a catalyst for nominations so they can be categorized into a theme or era. He said not needing a committee for this is up for discussion as well.

Commissioner Bailey said they could involve professionals and see if this is deemed necessary or essential and if it is aimed at public input then involving more professionals cannot be a bad thing.

Commissioner Nodland said one point is to start to pull a massive amount of information and digest it down into smaller summaries. She said this is a handy way to start to use what has not to date been made accessible to the general public. She added this is a great structure that can work and members not traditionally considered in the past should maybe be considered now.

Mr. Hutchings listed the objectives discussed from the previous meeting as well as the member roles, proposed eras and proposed themes, and noted one potential change of 1965 instead of 1970 as alternative time range.

Commissioner Nodland asked how there is differentiation from 1965 to 1970 for eras. Mr. Hutchings said partially because Kirkwood Mall was built in 1968.

Ms. Lee added that both the mall and interstate construction took place between 1975 and 1970.

Chair Sakariassen asked if post war could be changed to post wars as the Vietnam War was in that era as well.

Commissioner Nodland suggested changing the era title to post World War. Chair Sakariassen said she agrees.

Commissioner Bailey said to indicate it was World War II as that particular war had such an impact at the time and after being painfully impactful.

Chair Sakariassen said the community saw a lot of changes due to the Cold War.

Commissioner Nodland asked if the River Valley Settlement could be addressed as there were ten Mandan villages and up to 1,000 people here at that time.

Commissioner Dinkins said a few sentences to help explain settlement versus the presence of people could be added to clarify.

Commissioner Bailey said to use the word occupation rather than settlement.

Chair Sakariassen said post-contact could be used as well.

Commissioner Nodland suggested pre-town to indicate it was before Bismarck was established but not necessarily that there was not anybody here.

Mr. Hutchings said pre-founding might be appropriate also.

Commissioner Jackson said it should be shown as being occupied by tribes and the story of the arrival of white people and while there was native settlement it was pre-white people and show the coming together story of that era.

Mr. Hutchings asked if the Native American theme should still be listed.

Chair Sakariassen said each theme could have what is within and highlight what the existence was at various times.

Commissioner Jackson said they could touch on Native American history and weave their story into all of the themes.

Commissioner Dinkins said no one group of people is specified because there is so much intertwining and overlapping.

Chair Sakariassen said not all communities have that and it seems more logical to identify what has come and gone.

Commissioner Nodland said the landscape could be identified also and the originality of the native landscape.

Commissioner Bailey said this is a good start and asked when or how this material would start being assigned to various categories. He said information could be borrowed from already published works and asked what the sources could be and who will arrange it all.

Mr. Hutchings said that would be identified with the hybrid structure which would be those members plugging in information as cohesively as possible. He said each era could be addressed at individual meetings.

Chair Sakariassen asked if it would be possible to consider generating a letter to explain this and asking if there is further information to be shared to please provide it.

Commissioner Dinkins said they maybe cannot include everything, but this would be a good editor and quality control opportunity for somebody.

Commissioner Bailey said he has started to wonder about soliciting information and how to archive it.

Mr. Hutchings said they may be able to partner with the library also and told the Commissioners to please provide him with an email if they themselves are interested in serving on the subcommittee or if they know of any potential community members who may be interested in serving.

Commissioner Dinkins said this has been a productive discussion and he is thankful for that.

Chair Sakariassen thanked those present for the useful and productive discussion as well.

OTHER BUSINESS

There was no other business to discuss at this time.

ADJOURNMENT

There being no further business, Chair Sakariassen declared the special meeting of the Bismarck Historic Preservation Commission adjourned at 3:00 p.m. to meet again on October 21, 2020.

Respectfully Submitted,

Hilary Balzum
Recording Secretary

APPROVED:

Amy Sakariassen, Chair